OMTA Online Event Registration

Leggiero Software, LLC

Guide to Setting up Your Online Registration Account
For best results we recommend using **Chrome** or **Safari** as your web browser

What you will need to set up your online teacher registration account

- Your MTNA number.
    - Note: Student Members with no MTNA number please enter "STUDENT" followed by your cell phone number.
- Your district.
- Your membership type.
    - Active, At Large, Student, or Non-member
- An email address where you wish to receive important messages from the chairman.
- Your address and phone number.
- Choose a username and password. **Please remember these - you will need them!**

    USERNAME _____

    PASSWORD _____

Account Set-Up and Student List

1. **Create an Online Registration Account**

    - Go to https://omta.leggierosw.com
    - Click on [**Create Account**]
    - When you are finished filling in your information, click [**Submit**]
    - You'll be returned to the login page.
        - **NOTE: Your account will be on hold until your MTNA membership can be verified by an administrator.**
        - Contact Jeanie Baldwin jeanieleeb@email.toast.net or Ramona Goddard ramona@leggierosw.com and ask that your account be unlocked.
    - Login to your new account.
    - Go to Step 2 on next page: Add Students to Your Student List.

2. **Add Students to your Student List**

- Click on [**My Students**] in the menu bar to the left.
- Then click [**Add New Student**].
- Fill in student information and click [**Submit**]
  - **NOTE**: **Please input students' names properly and correctly**. (e.g. Jane Smith is correct; jane smith and JANE SMITH are not). All certificates, trophies and programs are automatically generated based upon the information you provide in the Leggiero database. If you misspell a student's name during registration, his/her trophy or certificate will bear that incorrect spelling. *We will not issue substitute certificates/ trophies in these circumstances.*
  - *You don't need to enter the exact birthday. Just enter something close enough to make the student age correct at the time of the event.*
  - Ages and years studied will be updated automatically each year.

2. **Add Students to your Student List - *(continued)***

- If student will participate in syllabus, include a cell phone number to be used in case of emergency on day of exam.
- Repeat for each student.
- Click [**My Students**] to view your student list
  - If you notice that you spelled a student name incorrectly, you may edit the spelling at any time before the chairman has downloaded the programs for printing.

3. **How to Edit Student Information**

- Click on [**My Students**] in the menu bar to the left.
- To edit a student's information, click on their name.
- After making any changes, click [**Save Changes**].